



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Surveillance Investigator-Public Health Preparedness (PHP)
Posting Number	PN# 111242
Department	Health & Human Services
Division	Environmental Health
Section	PHP- Consumer Health Bureau
Reporting Location	8000 N. Stadium Dr., 2 nd Floor
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs surveillance related to disease outbreak and/or bio-terrorism activities within the Bureau of Epidemiology. Provides reports to Epidemiologist Supervisor or Staff Epidemiologist team leader regarding progress of activities.

CORE FUNCTIONS

- Conducts surveillance; secures medical record activities; performs field investigations and interviews related to disease outbreak or suspected bio-terrorism activities at food establishments as instructed by the assigned team leader, staff epidemiologists, and others.
- Prepares routine reports, performs review of pertinent literature and contributes material for publications, and makes presentations under the direction of the assigned team leader or supervisor.
- Acts as liaison and establishes rapport with medical facilities and other stakeholders involved in surveillance activities and projects as needed. Identifies concerns and reports them to the assigned team leader, staff epidemiologist, or supervisor.
- Assists the assigned team leader, staff epidemiologist, or supervisor in developing prevention and intervention measures in controlling disease outbreak or bio-terrorism activities.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Public Health, Physical Sciences, Social Sciences or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of professional experience in public health or health care are required. Progressively responsible professional experience in public health or health care may be substituted for the educational requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2) and certification as a Registered Sanitarian with the State of Texas.

PREFERENCES

- Food safety inspection experience.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 17
\$1,261 - \$1,340 Biweekly \$32,804 - \$34,855 Annually

OPENING DATE

June 14, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer